



**Code: 0502**  
Family: Library  
Service: Administrative  
Group: Clerical, Accounting and General Office  
Series: Library

---

## **CLASS TITLE: ARCHIVAL SPECIALIST**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs entry level professional archival duties relating to the appraisal, management and preservation of rare special collections materials and historically significant records, and performs related duties as required

### **ESSENTIAL DUTIES**

- Researches and appraises special and unique items (e.g., books, manuscripts, photographs, ephemera, maps, ledgers, museum artifacts) and makes recommendations for permanent retention and preservation
- Inventories and catalogues print, electronic and digital records (e.g., audio tapes, microfiche, computer diskettes) of acquired materials and city government documents for storage on-site and at remote locations
- Organizes and describes materials and documents in accordance with established standards and practices
- Assesses the physical condition of historical records and artifacts and performs routine conservation work or makes recommendations for repair and conservation work needed to restore materials
- Performs reference services for patrons and retrieves requested records in response to requests for information and access to public records from the media, researchers and the general public
- Assists in the preparation and mounting of archival and special collections materials for exhibitions, community displays and private showings
- Assists in the preparation of loan agreements, insurance forms and condition reports to document and authorize the purchase, exchange or loan of artifacts
- Conducts workshops for department staff on the proper care, storage and retrieval of archived records and objects
- Attends meetings with historical societies, academic institutions and civic organizations to discuss best practices of archived materials
- Prepares staff activity reports
- May assist in writing grant applications for the acquisition of special collections materials

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Master's degree in Archival Studies OR a Master's degree from an accredited American Library Association (ALA) Library Science program, History or a directly related field, plus nine semester hours in archival science or archival administration studies.

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment
- May be exposed to dust and fumes

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Materials and equipment used in the conservation, preservation and display of special collections

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Moderate knowledge of:

- applicable department policies, procedures, rules and regulations
- \*archival administration and professional standards

Some knowledge of:

- collection development techniques and methods
- restoration and preservation methods and techniques

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**Skills**

- \*ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- \*EQUIPMENT SELECTION – Determine the kind of tools and equipment needed to do a job

**Abilities**

- \*COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- \*SPEAK - Communicate information and ideas in speaking so others will understand
- \*COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- \*WRITE - Communicate information and ideas in writing so others will understand

- \*VISUALIZE – Imagine how something will look after it is moved around or when the parts are moved or rearranged
- \*ORGANIZE INFORMATION - Arrange things in a certain order or pattern according to a specific rule or set of rules (e.g., manuscripts, photographs, artifacts)

**Other Work Requirements**

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

---

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

---

City of Chicago  
Department of Human Resources  
October, 2012